

UNCLASSIFIED		CONFIDENTIAL		SECRET	
<p align="center">CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP</p>					
TO	NAME AND ADDRESS		DATE	INITIALS	
1	Executive Officer Office of Security				
2					
3					
4					
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
<p>Remarks:</p> <div style="border: 1px solid black; height: 20px; width: 150px; margin-bottom: 10px;"></div> <p>As Records Officer I operate in these four areas to control and improve paperwork in the Office of Security:</p> <ol style="list-style-type: none"> 1. Surveys 2. Records Creation 3. Files Maintenance 4. Records Disposal <p>Attached is my six-month progress report. This and my July report for FY-62 list my completed efforts to date.</p>					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	
<div style="border: 1px solid black; height: 20px; width: 300px;"></div>				1/18/63	
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July 1962

SUMMARY OF SEMIANNUAL PROGRESS REPORT ON 1962

- A. Major Surveys Completed**
 - 1. Special Clearance Center Index.
 - 2. Case Processing Report System.
 - 3. Case Processing Forms Survey.
 - 4. DDS Mail Questionnaire.
 - 5. Copy Machine Survey.
- B. Record Creation Controlled**
 - 1. Controlled 97 actions on Security Forms.
 - 2. Transferred responsibility on 3 forms saving \$2,500 in budgeting.
 - 3. Assisted 11 Security offices on special forms problems.
 - 4. Briefed 16 professionals on designing forms.
- C. Files Maintenance Service**
 - 1. Equipment
 - a. Evaluated requests for 19 safes, 3 cabinets and other items.
 - b. Assisted 5 Security offices locate and test better equipment.
 - 2. Filing Systems
 - a. Briefed personnel on filing systems.
 - b. Reviewed and commented on 3 major system proposals.
- D. Records Disposal**
 - 1. Inactive Files
 - a. Sent 216 feet of files to Center emptying \$2,000 worth of equipment.
 - b. Briefed 3 offices on Record storage and retrieval.
 - c. Revised and updated record schedule for two offices.
 - 2. Vital Records
 - a. Reported on Vital Records during Cuban Crisis.
 - b. Submitted two recommendations to improve Vital Records.
 - c. Currently updating SRD Vital Record Schedule.
- E. Other Actions**
 - 1. Continuing graduate study and professional meetings.
 - 2. Received briefings on Agency and Other Management developments.
- F. Future**
 - 1. Since August 1961, I've worked to improve Security Records work in the areas of Disposal and Forms.
 - 2. This year I shall continue those but concentrate on updating Records Control Schedules and training personnel in filing systems and techniques. By this summer, I hope to be organized enough to do more serious Surveys of records problems.

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